

**MUNICIPAL AUDITORIUM
RENTAL RATES**

Class III Non-commercial meetings and conventions.

All rates, unless otherwise specified, are on a per day basis. All San Antonio Convention, Sports and Entertainment Facilities contracts will have a minimal rental charge of \$300.00.

A "rental day" is defined by the San Antonio Convention, Sports and Entertainment Facilities as beginning at 6:00 am and ending 12:00 midnight. Additional charges of \$300.00 per hour or any portion of an hour on events going past 12:00 midnight, with prior approval by Director of San Antonio Convention, Sports and Entertainment Facilities or his representative.

Move-in or move-out between 12:00 midnight – 6:00 am is \$100.00 per hour or any portion of an hour, with prior approval by Director of San Antonio Convention, Sports and Entertainment Facilities.

MUNICIPAL AUDITORIUM (Rental includes Lower Level and Wing Rooms upon availability.)

A. First Floor

\$1,500.00 per day.

B. Entire Facility

\$2,000.00 per day.

C. Move-in, move-out or rehearsal days \$600.00 per day (6:00 am-12:00 midnight, move-in or move-out between 12:00 midnight - 6:00 am is \$100.00 per hour or any portion of an hour.

D. Lower Level only: \$900.00 per day (move-in or move-out days are 1/2 rate). Includes tables, chairs & risers.

When used for exhibit space, rate is \$.15 per net sq. ft. per day, when Lower Level is utilized exclusively.

E. East and West Wing Rooms: \$200.00 each per day.

Clean-up rate for all event classes when utilized as exhibit space:

Lower Level \$250.00

Wing Rooms\$ 50.00 each

MUNICIPAL AUDITORIUM RENTAL POLICIES AND EQUIPMENT RENTAL FEES

1. RENTAL RATES, FEES AND PAYMENTS

Rental for the Municipal Auditorium is based on fees that include janitorial services, heating and air conditioning (during meeting days excluding move-in or move-out time), normal lighting and water services. There will be a charge for greater than normal clean-up, and any damages to the Auditorium premises or equipment.

Move-In or move-out between the hours of 12 Midnight to 6:00 a.m.: \$100 per hour.

Private parties, proms and wedding receptions may move-in at 10:00 a.m. and must conclude their move-out by 12 Midnight.

Additional charges of \$300 per hour or any portion of an hour will be made for events going past 12:00 midnight. All events must end by 2:00 a.m.

Rental includes one (1) free set-up per day of tables and chairs. Additional set-ups or change-overs will be charged at the listed equipment rate. The main stage comes with basic sound system and twenty (20) stage light fixtures. Additional equipment or furniture is available at the listed equipment rates.

A house technician is available during normal working hours, Monday-Friday, 7:45 a.m. – 4:30 p.m. (excluding holidays), at no charge to Licensee. Beyond that, the Licensee is responsible for arranging for the house technician(s) for nights, weekends, and city observed holidays by calling the House Technician at (210) 207-8519. Adequate time allotment for installation and testing is required which may incur technician charges. Anytime the main auditorium or stage is utilized, a House Technician will be mandatory. The cost for a house technician is \$25 per hour. This cost will be reflected on the final invoice to Licensee. The Facility Manager or his/her designated representative will make the final determination of the necessity for a House Technician.

Normal housekeeping services are provided excluding the property of others.

Rental **does not** include any special requirements such as ushers, ticket-takers, security, box office personnel, fire inspectors, stagehands, spotlight operators, or other needed personnel.

Performance/Rehearsals with audience: An additional clean-up fee (\$300 - \$500), determined by the Facility Manager or his/her designee, can be incurred if tenant allows food/drink in the main house.

A clean-up fee is required when the Lower Level of the Auditorium is utilized as Exhibit space.

Lower Level.....\$ 250

Wing Rooms.....\$ 50 ea.

A deposit of 50% of the projected rental fee is payable upon execution of the contract. The remaining 50% of the projected rental fee is payable 60 days prior to move-in. Lessee shall pay in full all remaining fees immediately following the performance or activity. The deposits will be applied to the final bill due. In the event of cancellation by the Lessee, the deposit will be forfeited unless the facility can be re-contracted.

2. SECURITY

The City of San Antonio Police Department Off Duty Employment Unit has the exclusive authority to provide security and can be contacted at (210) 207-7020.

3. ELECTRICAL CONNECTIONS

Normal electricity is available at no charge. Arrangements for all other electrical connections must be made through one of the exclusive electrical providers listed on the Vendor Contact List.

4. TICKET SALES

For public events where tickets are sold or are issued to participants, an additional \$3,000 damage deposit is required to guarantee payment for any damages to the premises, or the exhibition of entertainment not allowed by the contract. Any event where the rental is determined by the percentage of gross ticket sales, the following policies apply:

A. All ticket sales for public events must be sold through the San Antonio Convention, Sports and Entertainment Facilities contracted Ticketing and Box Office Agent, TicketMaster.

B. A separate ticketing agreement outlining ticket, box office and other related fees must be obtained from the Assistant Director of Operations prior to the sale of any tickets to the public. The ticketing agreement will outline the customer outlet, telephone charges and Licensee inside charges.

C. All ticket sales are subject to convenience charges whether sold through a Ticket Master Outlet, by phone, or at a box office.

5. BEVERAGE CONCESSIONS

The Municipal Auditorium has an exclusive contract with a beverage concessionaire. The concessionaire reserves the right to open concession stands at all public events. The San Antonio Convention, Sports and Entertainment Facilities will exercise the right to determine when alcoholic beverages will not be sold at public events. Exceptions to the sale of alcoholic beverages at public events include specific circumstances of public safety, religion and/or age groups and will be reviewed on an individual event basis.

Concession services for private events are at the concessionaire discretion. In those instances when the concessionaire will not provide alcoholic beverage services, an approved caterer that has met the City's requirements for licensing and insurance must be utilized.

6. NOVELTY & SOUVENIR SALES

The Municipal Auditorium has an exclusive contract with a merchandising company that authorizes them to sell all novelties and souvenirs within the facility.

7. CATERING

The Lessee of the Municipal Auditorium may only use a catering organization from the approved list of caterers.

8. USHERING

A professional ushering company must be provided for all public events at the Municipal Auditorium and for events such as graduations, dance competitions and cheerleading competitions. Exceptions must be approved by the Director of San Antonio Convention, Sports and Entertainment Facilities or his/her Designee.

9. EQUIPMENT CHARGES

All equipment or furniture will be charged at the listed rate:

Chairs.....	\$1.20 ea.
Rectangular Tables.....	\$10.00 ea.
Risers (4 x 8).....	\$20.00 ea.
Stage Risers (3 X 6).....	\$20.00 ea.
Spotlights.....	\$25.00 ea. per hour per spot (or any portion of an hour)
Forklift – 1 ton.....	\$65.00 min., \$20 per hr. or any portion of an hour thereafter
Wired microphones/ 3 gratis per day/ additional.....	\$20.00 ea. per day – Stage only
Wired microphones (premium).....	\$35.00 ea. per day
Wireless microphones.....	\$75.00 per day, first day \$30.00 ea. additional day
Headsets & belt packs – 3 gratis per day/additional.....	\$20.00 ea. per day
Wireless Intercom.....	\$30.00 per head set/per day \$100.00 base station/per day \$500.00 maximum
Audio Enhanced Sound Package fee.....	\$750.00 per day
Compact Disk Player (Single Disk).....	\$40.00 per performance
Mini Disc Recorder / Player.....	\$75.00 per performance
Moving Lights.....	\$125.00 per light per day
Extensive Lighting fee.....	\$7.00 per light/per day/ \$500 max show
Recording Patch Fee.....	\$20.00 per room per day \$140.00 maximum per customer
Pit Adjustment.....	\$200.00 (same day \$300.00)
Removal of chairs on main floor.....	\$750.00 (complete turnaround)

10. STAGE PIANO

Stage use only.....\$200.00 1st day
\$150.00 ea. additional day